

---

COMPLIANCE REVIEW  
CORRECTIONAL TRAINING CENTER



Prepared by:

California Department of Corrections and Rehabilitation  
Office of Audits and Compliance

# Final Report

---

August 2008

---

## FIREARMS AND ARMING POLICIES

Division of Juvenile Justice, Parole Services Manual, Section 2800,  
Institutions and Camps Branch Manual, Sections 2900 through 2911,  
Government Code, Section 19585 and Penal Code, Section 832

---

Office of Audits and Compliance Staff  
Gil DeLyon, Captain

---

# TABLE OF CONTENTS

	<u>PAGE</u>
EXECUTIVE SUMMARY .....	1
BACKGROUND .....	2
FINDINGS AND RECOMMENDATIONS .....	3
GLOSSARY .....	5

---

## EXECUTIVE SUMMARY

The Office of Audits and Compliance, Compliance/Peer Review Branch (CPRB) utilized the Parole Services Manual (PSM), Section 2800; Institutions and Camps Branch Manual (I&C Manual), Sections 2900 through 2911; Government Code, Section 19585; and Penal Code (PC), Section 832 to determine whether the Correctional Training Center (CTC) is in compliance with the Firearms and Arming policies that regulate firearms training and qualification. The Firearms and Arming compliance review encompassed Institution, Camps, and Parole Operations. The range qualification standards and training applied by Division of Juvenile Justice (DJJ) range masters provides contemporaneous oversight for Institutions, Camps, and Parole Operations firearms qualification.

The review period was April 1 through June 30, 2008. The CPRB evaluated various sections of the firearms policies and procedures; including federal and State requirements that provide guidelines for departmental policies and procedures regulating firearms training and qualification. In addition, the CPRB reviewed a random ten percent sample of range qualifications, weapon serial numbers, and failure to qualify procedures. Records were cross-referenced with federal and State requirements along with Government Code, Section 19585 and PC, Section 832.

It was determined that the CTC is not in compliance with the PSM, Section 2800 (page 18). The finding is as follows:

- **On the third attempt, CTC/DJJ Range Masters are not qualifying parole agents at the agent's expense.**

---

## BACKGROUND

The CPRB met with the DJJ and Parole Operations on January 15, 2008, to discuss areas of high risk. Firearms and Arming Policies were identified as a high risk area for the Department. Therefore, based on risk factor, the CPRB determined that Firearms and Arming Policies would be a topic of review.

The Firearms and Arming Policies incorporate federal and State requirements that provide guidelines for departmental policies and procedures in regulating firearms training and qualification. Employees permitted to carry a firearm shall adhere to all departmental policies and procedures regarding the carrying and use of firearms; failure to do so may be cause for disciplinary action. Firearms and Arming policies encompass Institutions, Camps, and Parole Operations firearms training and qualification.

The specific objectives of the review were to determine whether:

- Parole Agents and Institutions and Camps armed staff are in compliance with PC, Section 832 and the Departments training course, prior to being issued a firearm. (PSM, Section 2800, page 21 and I&C Manual, Section 2901, page 2.)
- Additional qualification shooting scores are attained at least quarterly and the parole agent and the facility armed staff are given two opportunities to qualify each quarter with departmental ammunition. In addition, any further attempts during the quarter, the parole agent will be expected to purchase departmentally approved ammunition at his/her own expense. (PSM, Section 2800, page 22 and I&C Manual, Section 2900, page 3.)
- The firearm is taken away from parole agents and facility armed staff during the requisite quarter if he/she demonstrates unsafe handling of the firearm or if circumstances require confiscation of the firearm. (PSM, Section 2800, page 22 and I&C Manual, Section 2901, page 5.)
- The departmentally issued weapons are stored in designated lockers, which are located in a secure building outside the security perimeter of an institution. Additionally, when an inventory is completed, it is documented on an authorized form which includes the time, date, and signature of the security supervisor completing the inventory. (I&C Manual, Section 2901, page 4.)

The CPRB determined whether the objectives were met by reviewing:

- PSM, Section 2800;
- Input from the lieutenant who facilitates and supervises firearms training;
- I&C Manual, Sections 2900 through 2911;
- Government Code, Section 19585; and
- PC, Section 832.

---

## FINDINGS AND RECOMMENDATIONS

**Finding 1: On the third attempt, CTC/DJJ Range Masters are not qualifying parole agents at the agent's expense.**

After conducting interviews with management and staff, it was determined that the CTC does not charge parole agents for the expense of firearm qualification on the agent's third attempt. Additionally, CTC/DJJ staff could not recall an incident where staff was charged for range qualification.

CTC Administration felt that the expense of range qualification was considered normal business practice. In addition, CTC felt that prior to charging parole agents for firearm qualification, several issues would need to be addressed. These issues include:

- Safety concerns if staff were to bring in personal ammunition (reloads, hot loads, aged ammunition, etc.).
- Liability issues against the State, for property damages and personal injury lawsuits, should staff be injured in the use of faulty ammunition.
- Policies and procedures are inadequate to track and/or reconcile reimbursements for ammunition used for range qualification.

**Criteria:**

Parole Services Manual, Section 2800, (page 22), states in part: "Additional qualification shooting scores are attained at least quarterly and the parole agent is given two opportunities to qualify each quarter with departmental ammunition. In addition, any further attempts during the quarter, the parole agent will be expected to purchase departmentally approved ammunition at his/her own expense."

**Recommendation(s):**

Amend PSM, Section 2800 policy by removing the section stating: "In addition, any further attempts during the quarter, the parole agent will be expected to purchase departmentally approved ammunition at his/her own expense."

-OR-

Address safety concerns and policy/procedure issues relating to the parole agent's expenses for qualification.

- Address liability issues for personal safety in the event that unsafe ammunition is brought onto the range.
- Address concerns of property damage (damage to departmental and/or personal firearm), due to unsafe ammunition.
- Establish procedures to track and/or reconcile reimbursements for ammunition used in range qualification.

**Review of Firearms and Arming Policies**  
**CORRECTIONAL TRAINING CENTER**

**GLOSSARY**

<b>CPRB</b>	Compliance/Peer Review Branch
<b>CTC</b>	Correctional Training Center
<b>DJJ</b>	Division of Juvenile Justice
<b>I&amp;C Manual</b>	Institution and Camps Branch Manual
<b>PC</b>	Penal Code
<b>PSM</b>	Parole Services Manual